

**Illinois Department of Revenue
Regulations**

Title 4 Part 875 Section 875.40 Procedure
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TITLE 4: DISCRIMINATION PROCEDURES

**PART 875
AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURE**

Section 875.40 Procedure

- a) Grievances must be submitted through the channels defined below in the form and manner as described within the specified time limits. It is mutually desirable and beneficial that grievances be satisfactorily resolved in a prompt manner. Time limits established in this procedure are in calendar days, unless otherwise stated, and may be extended by mutual agreement in writing by the Complainant and the Designated Coordinator, at the Designated Coordinator Level, or the Complainant and panel chairperson at the Final Level.

- b) A Complainant's failure to submit a grievance, or to submit or appeal it to the next level of procedure within the specified time limits, shall mean that the Complainant has withdrawn the grievance or has accepted the last response given in the grievance procedure as the Department's last response.

- c) Upon being informed by an individual that the individual desires to file a formal grievance, the Department shall provide the individual with a copy of this procedure and the Grievance Form.